

**SECRET**

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100070117-1

### REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

CAPER - Report #4 - Processing-Time Factors of Closed Accountable Cases.

2. TYPE OF REPORT

☒ STATISTICAL  
☐ NARRATIVE  
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

☒ SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED  
1--on 20th of month  
4--at end of month

5. FREQUENCY (weekly, monthly, quarterly, etc.)

twice each month

6. DISTRIBUTION (No. of components not number of copies)

1--on 20th of the month

4--at end of the month

7. FORMAT (memorandum, form computer print-out, etc)

Computer Print-Out

8. ADP PROCESSING

☒ YES

IF YES GIVE ADP PROCESSING NO.

☐ NO

580

9. DIRECTIVE AUTHORITY REQUIRING REPORT

(basic policy statement)

10. PREPARING COMPONENT (include lowest level contributing information to report)

OCS

OS/SR & CD

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

Punched Cards (SR & CD)

### 12. COST FACTORS

#### A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	COST PER YEAR
PUNCHED CARDS	NUMBER	COST EACH			
	389	.05	19.45	12	350.10

#### B. COSTS OF COMPUTER PRODUCED REPORTS

PAGES	COST PER PAGE		
1 (Single Copy)	.05	.05	24
4 (Multicopy)	.03	.12	24

TOTAL COSTS PER YEAR

\$354.18

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Report provides statistics needed for monthly reports of PSD Branches, and of Branch 3 in Investigations Division.

### 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☐ RETAIN AS IS

☐ CHANGE

☐ DISCONTINUE

☒ OTHER (explain) Retain as is, pending development of comprehensive revision of case processing system, now entering Design Phase.

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

1 October 1970

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Security Officer / Systems Analyst

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